

# *Curtis A. McDowell Ph.D.*

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*Business Consultation • Relationship Building • Pharma/IT/Recruiting Subject Matter Expert • Strategic Thinking*

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## ***Education:***

University of Texas at Dallas

DALLAS, TX

**Ph.D. in Political Science/Political Economy**

**2012**

Carnegie Mellon University

PITTSBURGH, PA

**BS in Policy and Management**

**1995**

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## ***Professional Experience***

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***Talent Acquisition Provider \_ RPO/CSO***

***2014 - present***

***Korn Ferry – Novartis***

As a Korn/Ferry Company, FutureStep meets a variety of workforce requirements. From recruitment process outsourcing (RPO) and sourcing passive candidates, to single search and consulting, our solutions apply a truly world-class capability to identify, attract and retain the people who drive business success.

- Lead and implement effective full cycle Recruiting strategies applicable to Pharma/IT/Retail Sales Manager recruiting.
- Responsible for launching a new business entity which utilized creative strategic sourcing/screening/recruiting models that directly led to hires for Retail and IT Business Services professionals.
- Develop strong, long-standing relationships with HR Directors, HR Specialists, clients and candidates alike.

**Responsible for hiring and training additional Retail/Information Technology Recruiters with specialized skills on upper level management recruiting experience and other strategic acumen.**

***Sr. Recruiter \_ RPO/CSO/ Direct Hire***

***2014 - 2014***

***Inventiv Health***

At Inventiv Healthcare we went beyond the standard definition for “*recruitment outsourcing*.” For us, Recruitment Process Outsourcing (RPO) meant: Partnering with an expert to design and execute a customized process in order to deliver exceptional business results. Working collaboratively and seamlessly, our team transformed Eli Lilly’s approach to talent acquisition and talent management.

- Manage the entire recruiting process from planning and sourcing to candidate screening and employment offer.
- Partner with clients/hiring managers to determine employment needs and to facilitate an effective and efficient recruiting effort.
- Utilize a variety of recruitment resources including referrals, databases, websites, social media, LinkedIn Recruiter, Association, Network groups and networking events to attract qualified candidates.
- Work with clients and a candidate to negotiate employment terms and to finalize offers of employment.

- Responsible for proactively sourcing and recruiting finance and accounting client accounts.
- Assists hiring managers in developing or modifying job descriptions for new positions.
- Completes reports and uses metrics to measure recruiting performance.
- Build upon existing client and candidate relationships and prospect for new passive candidates and other referral relationships.

**Serve as Subject Matter Expert on local job market and competitive salary figures to clients and resolve sensitive customer service issues in a tactful manner.**

***Sr. Recruiter \_ RPO***

***2013 - 2014***

***Pinstripe Inc.***

At Pinstripe we were dedicated to the motto: “we become you”. We were a high volume team that executed full cycle recruiting efforts, which included sourcing, behavioral interviewing, presenting candidate slates to hiring managers and salary development. Our proven ability to search and recruit for Executive, Mid-Level and field sales opportunities presented us the great fortune to work with GlaxoSmithKline, Bristol-Myers Squibb and Boehringer Ingelheim diabetes and cardiovascular franchises. Referenced below are some additional skills that were developed at Pinstripe:

- Consulted with both National and Regional leadership to create an aligned trust about our full cycle Recruiting process which included sourcing, screening, candidate presentation, salary banding, pay grades, background check and contingency planning.
- Led team calls between pertinent Recruiters, HR Representatives, Team Leaders and Researchers to establish “Best Practice” for high volume sales expansions by establishing and aligning clear process objectives, ready-now talent pool planning, developing new contacts lists, and uncovering passive pipeline potential pools.
- Updated Requisition Report reflecting up and coming vacancies for pre-planning purposes, identifying requisition count by region and field manager including fills to Sr. Client Manager for tracking and billing purposes.
- Proficient in using advanced Internet searches such as LinkedIn recruiter, X-Ray internet tools, Boolean searches via Indeed, LinkedIn projects, groups and associations, Campaigning, building opportunities and other Pharmaceutical recruiting online tools.
- Provided strategic feedback on candidate talent reviews, which includes sales performance, to hiring managers when necessary.
- Tracked all above exercise using Excel, Adobe Meta-Files and PowerPoint presentations (includes using Microsoft Project).

**Specialized in hard to fill Leadership positions and aging requisition fills (targeting Corporate and Regional Recruiting efforts)**

***Sr. Global Recruiter \_ Contract***

***2011 - 2013***

***Johnson and Johnson Inc.***

- Consulted with key HR Business Partners and Field Sales Leaders to align Recruiting expectations around sourcing, screening, candidate presentation and timelines, territory specifics, and contingency expectations across Pharm, Medical Device and Retail sales divisions.
- Also supported and consulted for high volume recruiting and sourcing sales expansions (125+ openings) across key Professional, IT, Cardiovascular, Oncology and Retail Pharmaceutical sales operating companies which includes candidate sourcing and targeted (TSI) interviewing execution.
- Extended fair and equitable new hire salary recommendations to business leaders in compliance with HR Business Partners while using external and internal equity standards.
- Provided leadership and consultation for background evaluation, which includes education, employment and driving records verifications.
- Partner with Regional Business Leaders to provide Talent recognition and assessment summits and Career Fairs for future leadership and quality candidate adoption.

- Tracked all above exercise using Excel, Adobe Meta-Files and PowerPoint presentations (includes using Microsoft Project).

**2011 Excellence in Action Award\_ Led the Central area sales force expansion project**

***Sr. Recruiter \_ RPO***

**2009 - 2011**

**PDI Inc.**

- Led a full cycle recruiting and sourcing activities for University Recruitment, and specialty and non-specialty Pharmaceutical sales and Retail sales position.
- Developed and implemented Recruiting strategies and execution via Social Media Internet, employee referral, and direct-recruiting and career fair advertising to align customer’s needs.
- Responsible for ensuring HR protocols in compliance with OFCCP federal guidelines for on-line recruiting.
- Positively marketed the assigned company as “the company of choice”.
- Conducted job scoping w/line managers and HR managers for all open pharmaceutical centered positions.

**Provided staffing, matrices and reporting to C-Level decision makers and Area managers.**

***HR Recruitment Specialist***

**2002 – 2008**

**AstraZeneca Pharmaceuticals**

- Created Requisition Reporting spreadsheet reflecting weekly vacancies, open requisitions and fills to field leadership to support their business needs.
- Probing hiring managers for critical information and territory characteristics, sourcing and candidate background reviews, as well as developing and serving internal customer help guides to Recruiting, and survey current team strengths and weaknesses.
- Passively recruited and sourced for hiring partners and manager’s using Target Selection Interviewing techniques.
- Obtained certification and taught DDI Targeted Selection workshop to hiring managers and Business Leaders.
- Responsible for managing, on-boarding process, managing key outsourced processes with RPO vendors and ensuring all on-boarding lifecycle integrity.

**Presented diversity-training programs for senior leadership conscription to EEOC policy while meeting Business Center objectives.**

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***Teaching Experience***

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***Adjunct Professor  
(Part-time)***

**2011 - present**

**University of North Texas**

- Successfully led each assigned class and hours as determined by class assignments and lesson goals in the arenas of American Government and Political Science.
- Develop and execute on-line instruction using Blackboard, Skype and other online venues.
- Develop savvy instructional activities that included, but not limited to, lecturing, class discussion, normative examples, and projects.

- Met course objectives that utilized multiple teaching strategies, student activities and evaluation of student learning.
- Organized concepts to be taught in a logical and understandable sequence covering all objectives as outlined in the course syllabus and lesson guides.

**Conscripted students to present presentations, final papers and present key findings for national and international public affairs issues.**

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### *Leadership and Corporate Training Skills*

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- Landmark Forum I & II
- Human Capital Management Systems
- Self Evaluation and Leadership Program (SELP)
- Communication and Access to Power I & II (CAP)
- International and Leadership Program (ILP)
- Behavioral Interviewing and Assessment (DDI)
- Cultural Agility
- Veteran Recruiting & Career Training/Coaching
- Diversity & Target Interview Techniques
- Balance Workforce Development
- Social Evaluation and Health Policy
- Program Evaluation Specialist
- National Diversity Symposium (Imperatives in Pharmaceutical and BioPharma Industries)

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### **Public Speaking/Community Service**

Led a National Diversity Symposium for AstraZeneca Pharmaceuticals LP Leadership Imperative, which included diversity interview training, key research findings on leveraging a diverse workforce and a Cost/Benefit Analysis displaying the advantages of a diverse workforce while earning my PhD in Political Science/Political Economics. During my under-graduate tenure I initiated and implemented the position of Associate Coordinator for the Role Models after school program, which focused on supporting overcoming challenged students of multi-cultural backgrounds faced in mathematics, science and career possibilities. Also while earning my Associates Degree I developed and implement Community College of Allegheny College's first multi-cultural inner city organization while demonstrating insightful direction as the President.

#### **Software Programs**

- SPSS, STATA and LISERAL
- Microsoft Excel, Word, Access, Lotus 1, 2, 3..
- PeopleSoft, BrassRing, Avature, Lever, Web Recruiter and Taleo.
- Blackboard 9.1